Evidence Management Unit
Procedures for Shipping Hazardous Evidence

1 Scope

The Evidence Management Unit (EMU) of the FBI Laboratory is responsible for the packaging, labeling, and shipping of non-hazardous and hazardous evidence. These procedures are intended for use by EMU personnel who are trained and qualified to ship hazardous evidence according to the United States Department of Transportation (DOT) and International Air Transportation Association (IATA) regulations.

2 Equipment/Materials/Reagents

- DOT packing labels
- MK 663 Mod 0 Blasting Cap Container, or equivalent
- UN rated packaging for hazardous material

3 Procedures

EMU personnel will follow the practices and procedures detailed in the FBI Quality Assurance Manual and the FBI Laboratory Operations Manual when shipping evidence. In addition, the following procedures will be performed when applicable.

Prior to hazardous evidence being shipped, it must be packaged and handled in compliance with DOT, IATA, and applicable courier requirements to protect from damage during shipment. These procedures conform to the following regulatory requirements:

- DOT Hazardous Material Regulations, 49 Code of Federal Regulations (CFR) Parts 171-180, latest edition.
- IATA Dangerous Goods Regulations, latest edition.
- International Civil Aviation Organization (ICAO) Technical Instructions, latest edition.

3.1 Identification and Classification of Hazardous Evidence

3.1.1 DOT regulations apply to domestic and international shipments originating in or being imported to the United States.

3.1.2 The DOT hazardous materials regulations establish the procedures and criteria for determining the hazard class (49CFR173.2) and the proper shipping name (49CFR172.101) for hazardous materials. A comparable listing is also found in the IATA Dangerous Goods Regulations.

3.1.3 IATA regulations apply strictly to both domestic and international commercial air transportation.

3.2 Standard Terms

3.2.1 **Dangerous Goods** (IATA): "Articles or substances which are capable of posing a significant risk to health, safety, or to property when transported by air and which are classified according to the UN hazard classes."

3.2.2 **Hazardous Material** (DOT): "A substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated. The term includes hazardous substances, hazardous wastes, marine pollutants, and elevated temperature materials."

3.3 EMU Personnel Training Requirements

3.3.1 EMU personnel who ship hazardous evidence are required to complete specialized training that covers DOT and IATA regulations and must be retrained at least every two years.

3.3.1.1 Only those personnel properly trained in DOT and IATA regulations will be responsible for packing and shipping hazardous evidence.

3.3.2 Successful completion of training will be documented in the training records of those EMU personnel who are trained to ship hazardous evidence.

3.4 Shipping Hazardous Evidence

3.4.1 To prevent contents from harming people or the environment throughout shipment, international and federal shipping laws require shipping containers to be packed, marked, and labeled in an appropriate manner.

3.4.2 Multiple items shipped in the same container can only be packaged together if they are nonreactive with one another.

3.4.3 Explosive materials will be shipped in the appropriate container(s) (e.g., MK 663 Mod 0) and UN rated packaging for hazardous materials.

3.4.4 Each shipment will contain the appropriate records, including a copy of the *Shipping Invoice* (7-264) or equivalent, and a description of the enclosed item(s).

3.4.5 Appropriately trained hazardous materials shippers will attach three copies of the "Shipper's Declaration For Dangerous Goods" to the shipping container. If shipping explosive material, one copy of the "DOT Special Provision Letter" will also be attached to the container.

3.4.6 Hazardous evidence can be shipped via an appropriate traceable Parcel Post Carrier (PPC). The chosen shipping method should be practicable for the receiving entity.

3.4.6.1 When selecting a PPC (e.g., FedEx, United Parcel Service), hazardous materials shippers must be aware of each carrier's limitations for shipment and requirements for labeling, to include size and weight limitations. A list of limitations is available from each PPC. All applicable shipping regulations apply when using a PPC.

3.4.6.2 If assistance is needed when shipping oversized or overweight items, the PPC should be contacted.

3.4.7 The *Shipping Invoice* (7-264) or equivalent, and, if generated, the *Chain-of-Custody Log* (7-243 or 7-243a) or Forensic Advantage or Explosive Reference Tool equivalent, will be retained in the associated case file(s).

4 Safety

Refer to the FBI Laboratory Safety Manual for the following information:

- Biological Safety
- Bloodborne Pathogen Exposure Control Plan
- Hazardous Waste Disposal
- Personal Hygiene
- Personal Protective Equipment
- Safe Work Practices and Procedures

5 References

Department of Transportation, Hazardous Material Regulations, 49 Code of Federal Regulation Part 171-180, latest edition.

FBI Laboratory Operations Manual, Federal Bureau of Investigation, Laboratory Division, latest revision.

FBI Laboratory Quality Assurance Manual, Federal Bureau of Investigation, Laboratory Division, latest revision.

FBI Laboratory Safety Manual, Federal Bureau of Investigation, Laboratory Division, latest revision.

International Air Transportation Association Dangerous Goods Regulations, latest edition. (*www.iata.org*)

International Civil Aviation Organization Technical Instructions, latest edition
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1	02/03/2020	Updated entire document.
2	04/15/2021	Minor updates made throughout document for clarity. Removed Diplomatic Pouch as an option in Section 3.4.6.

Approval Redact - Signatures on File

Evidence Management
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